

NDAA Long-Term Stewardship Data Collection Tool User's Manual

December 28, 1999

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1.0 LOGGING ON / OFF

The web tool is located at <http://ndaa.longtermstewardship.net>.

1.1 Login

The login screen for the data collection tool requires you to have a User ID and a password. A User ID and password will be e-mailed to all long-term stewardship contacts at each Operations Office.

To obtain User IDs and passwords for additional users, please provide the name, email address, phone number, and sites to which this user should have access to ndaa_admin@ppc.com. There is a link to this email address on the Home screen.

1.2 Technical Information

There are two important issues you should address prior to entering data:

- Since this web site pulls live data from a database, you should set your browser to always check for updates rather than display cached (old) versions of pages. For step-by-step instructions on how to set a browser, click on the underlined “set your browser” link on the Home screen under Technical Information.
- This site has been optimized for Microsoft Internet Explorer 4.0 and greater or Netscape Navigator 3.0 and greater. If you do not have one of these internet browsers and would like one, you can download one for free at either of the following links (that can be accessed on the Home screen of the tool):

Internet Explorer: www.microsoft.com/windows/ie/default.htm

Netscape: www.netscape.com/computing/download/

1.3 Log Off

In order to log off of the web tool, you must click on the Logoff tab underneath the title at the top of the screen. As a result of clicking on this tab, you are asked if you want to logoff. Clicking OK will log you off the system. Clicking Cancel will return you to the screen you were on previously.

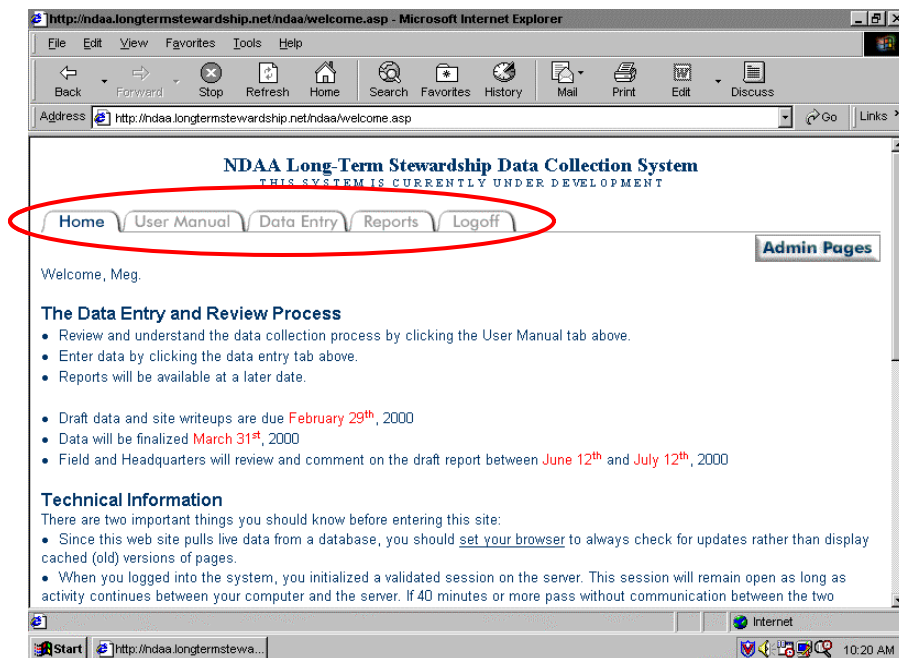
You will automatically be logged off if your browser sits idle for more than 40 minutes. If this happens you will get a message notifying you that time has expired. If you wish to log on again, click on the underlined word “return.” This will take you back to the login screen.

2.0 NAVIGATING THE SCREENS

On the top left section of the screens in the data collection tool, under the title, there are five tabs (circled in the screen shot below):

- Home
- User's Manual
- Data Entry
- Reports
- Logoff

Clicking on these tabs allows you to navigate the site. A description of the contents of each of these tabs is provided below.



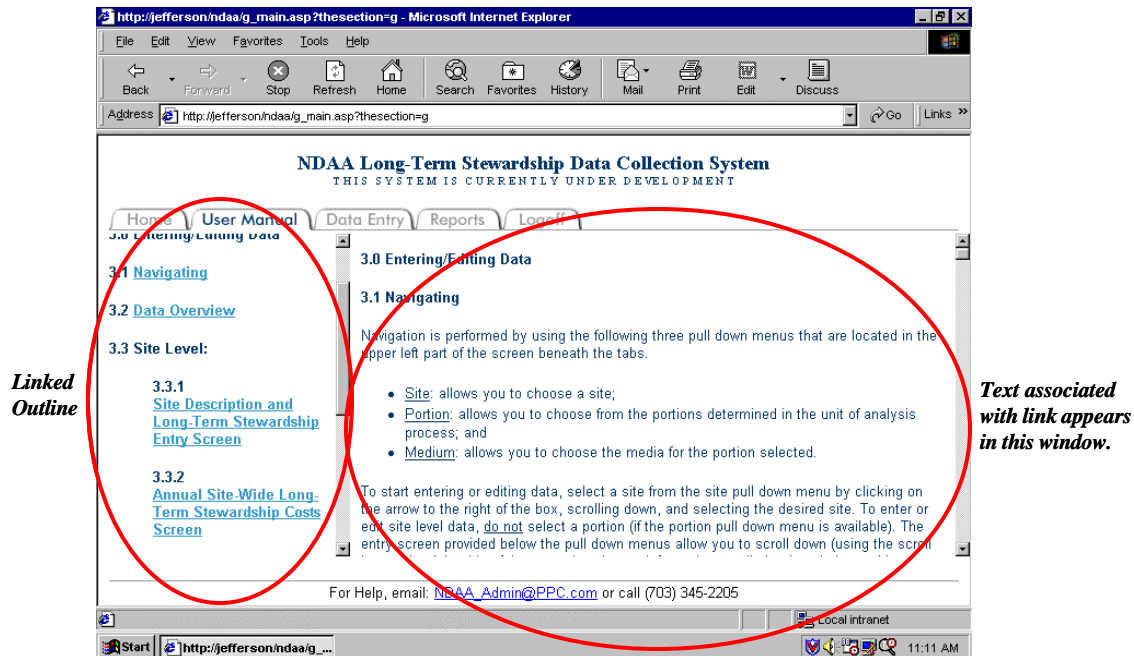
2.1 Home Tab

Once you log on to the tool, you will see the Home screen. To return to this Home screen at any time, you can click on the tab that says “Home.” This screen provides:

- A summary of the schedule and data entry and review processes.
- A technical Information section that has information on how to set up your web browser.
- Contact information, including an e-mail link to the NDAA administrator and telephone hotline.
- Ability to change a password.

2.2 User's Manual Tab

On the left hand side of the User's Manual screen is an outline of the Entering/Editing Data section (Section 3.0) of this user's manual. As you click on the outline at the left, the associated text appears in the window to the right. In this way you can read navigation instructions or definitions specific to the site, or portion data elements without having to browse through the manual.



2.3 Data Entry Tab

All data entry is performed on the screens associated with the Data Entry tab. A detailed description of the navigation and contents of the screens associated with this tab is provided in Section 3.0 below.

2.4 Reports Tab

Discussed in Section 4.0 below.

2.5 Logoff Tab

Discussed in Section 1.3 above.

3.0 ENTERING/EDITING DATA

3.1 Navigating

Navigation is performed by using the following three pull down menus that are located in the upper left part of the screen beneath the tabs (circled on the screen shot below).

- Site: allows you to choose a site;
- Portion: allows you to choose from the portions defined during the unit of analysis process (Note: Some sites have not finalized their lists of portions. These sites should contact Headquarters to confirm portions before submitting data.); and
- Medium: allows you to choose the media for the portion selected.

http://jefferson.ndaa/d_portion.asp?location=portion&siteid=AMAX&portionid=80 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://jefferson.ndaa/d_portion.asp?location=portion&siteid=AMAX&portionid=80 Go Links

NDA Long-Term Stewardship Data Collection System
THIS SYSTEM IS CURRENTLY UNDER DEVELOPMENT

Home User Manual **Data Entry** Reports Logout

Site: Amay/Parkersburg **Portion:** Site-wide Portion **Medium:**

Add New Portion Add New Media Add

Portion of Site Description: Site-wide Portion

Name: Site-wide Portion (please limit to 20 characters)

Steward: Grand Junction Office

Portion of the Site Size (in acres): 15

Level of Confidence

This site has a capped disposal cell. Based on the site size, similar contamination, and similar

Done Local intranet

Start http://jefferson.ndaa/d_... 10:58 AM

3.1.1 Site Data Entry

To enter or edit data, select a site from the site pull down menu by clicking on the arrow to the right of the box, scrolling down, and selecting the desired site. **DO NOT** select a portion (if the portion pull down menu is available) when entering or editing site level data. The entry screen provided below the pull down menus allow you to scroll down (using the scroll bar on the right side of the screen) and enter information on all site description and long-term stewardship data elements.

At the bottom of screen there is a button *Enter Cost Data* just above the *Submit* and *Clear Form* buttons (circled in screen shot below). This button opens a pop-up window where you can enter cost

information. The cost button will not appear until the initial portion description information is submitted.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying http://ndaa.longtermstewardship.net/ndaa/d_site.asp?location=site&siteid=AMAX. The page content includes two text input fields for "Description of Record Keeping" and "Description of Local Community Interaction". Below these fields, a red oval highlights the text "Enter the annual LTS costs for the site." followed by an "Enter Cost Data" button. To the right of this button, the text "Cost Button Discussed Above" is visible. Further down, another red oval highlights "Submit" and "Clear Form" buttons, with the text "Buttons Discussed Below" to their right. At the bottom of the page, a line of text provides contact information: "For Help, email: NDAAdmin@PPC.com or call (703) 345-2205". The browser's status bar at the bottom shows the time as 10:24 AM.

At the bottom of all of the data entry screens are two buttons: a *Submit* button and a *Clear Form* button. The *Submit* button allows you to submit the data that was entered. You will receive a message that confirms that the submittal was successful. Press the *Proceed* button to continue. The *Clear Form* button deletes all of the information that was entered on this form and allows you to start from scratch. The cost entry windows also have a *Cancel* button that returns you to the screen you came from without saving any information.

3.1.2 Portion Data Entry

Once the site level data has been submitted or edited, you can select a portion by using the pull down menu or add a new portion by clicking on the *Add* button (circled in screen shot below). Once a portion is selected or added, you may enter or edit data into the screen below the pull down menus. Navigation of this screen is performed in the same manner as the site entry screens (i.e., scrolling up/down, using the *Submit* and other buttons). Revisions to portions require consultation with Headquarters. Please contact Jonathan Kang at Jonathan.Kang@EM.DOE.gov or (202) 586-5182 before adding portions that are not present (or removing portions that are present) in Appendix C of the guidance.

Once the portion level data has been submitted or edited, you can select a medium by using the pull down menu or add a new medium by selecting a medium from the Add New Media pull down menu

and clicking on the *Add* button (circled in screen shot below). Once a medium is added or selected, you may enter or edit data into the screen below the pull down menus. Navigation of this screen is performed in the same manner as the site and portion entry screens, however, there is no cost button associated with the medium data entry screens.

To return to view site data, click on the line (below the selected site) in the site pull down menu.

3.2 Data Overview

Headquarters is collecting data at two levels: (1) site level and (2) portion level. This section defines each of the data elements requested. Generally, information are being collected to respond to three general themes:

- describe the nature of the residual contamination,
- describe the types and duration of planned long-term stewardship activities required to manage the residual contamination and protect human health and the environment, and
- estimate the cost to undertake the planned long-term stewardship activities.

Table 1 is a list of the data elements required for the NDAA LTS Report.

Table 1: List of Data Elements

Number	NDAA One-time Data Call Requirements
Site Information	
	Site Description
1	Landlord
2	Owner
3	Funding Agency
4	Ongoing Mission
5	End State Narrative
6	Total Site Size
7	Acres by Land Use Afforded
	Site Long-Term Stewardship
8	Institutional & Engineered Controls Narrative
9	Record Keeping Activities
10	Local Community Interaction
	Site Costs
11	Annual LTS Cost for the Site
Portion Information	
	Portion Description
12	Portion of Site Name
13	Steward
14	Level of Confidence
15	Portion Size
16	Rationale
	Portion Long-Term Stewardship
17	LTS Start Year
18	LTS End Year
19	Institutional Controls Narrative
20	Engineered Controls Narrative
	Portion Costs
21	Annual LTS Portion Costs
	Medium Description
22	Medium Type
23	Regulatory Regime
24	Level of Confidence
25	Nature of Residual Contamination Narrative
26	Volume of Residual Contamination Narrative
27	Rationale
28	Description
29	Medium Size
30	Target Cleanup Levels
31	Year Target Levels Achieved for Groundwater
32	EU Waste Type
33	EU Unit Type
34	EU Number
35	Facility End Use Narrative
36	Surface Water/ Sediment Usage

3.2.1 Site Level Data Elements

Site level data should be submitted only once for each geographic site.

<i>Landlord</i>	<p>This data element identifies the anticipated landlord for the site at the end of calendar year 2006. Identification of the landlord assists in determining management responsibilities for residually contaminated sites. Responses include:</p> <ul style="list-style-type: none">• Federal Non-DOE• Department of Energy• Defense Programs• Office of Science• Environmental Management• Grand Junction Office• Nuclear Energy• State• Private• Local• Other
<i>Owner</i>	<p>This element identifies the owner at the end of calendar year 2006. Owner and size data may be rolled up to report contaminated land holdings for respective government and private entities. Responses include:</p> <ul style="list-style-type: none">• DOE• Federal non-DOE• State• Private• Other
<i>Funding Agency</i>	<p>This data element identifies the agency responsible for funding long-term stewardship activities at the end of calendar year 2006. Identification of the funding agency assists in determining management responsibilities for residually contaminated sites. Responses include:</p> <ul style="list-style-type: none">• DOE• Federal non-DOE• State• Private• Other
<i>Ongoing Mission</i>	<p>This element is a narrative that allows the Field to enter a description of the ongoing mission at the site. Please indicate by answering “None” if the site</p>

does not have an ongoing DOE mission other than implementing long-term stewardship by the end of 2006.

End-State

Narrative

This element describes the anticipated end-state of the site if the site will be complete by the end of calendar year 2006. Include a description of the type and overall extent of residual contamination (i.e., soil, groundwater, and surface water/sediment) and any remaining facilities infrastructure or engineered units on the site. If the site will not be complete in 2006, provide an overview of the anticipated state of the site in 2006.

Total Site Size

The total number of acres at the site. (If your site has only one portion associated with it, then *Site Size* and *Portion Size* will be equal.)

Acres by Land

Use Afforded

Field sites should provide the number of acres and respective planned land uses at the site in this narrative data element. These data support and standardize the site map highlighting land uses afforded and natural features. Types of land use may include, agricultural, residential, recreational, open space, industrial, controlled access, and mixed.

Institutional

& Engineered

Controls Narrative

This narrative describes the site-wide institutional and engineered controls performed or planned for the site that apply to the whole site and not to a specific portion or medium. The information will provide a better characterization of long-term stewardship activities at the site level. Describe surveillance and maintenance, monitoring, security measures, use restrictions, deed restrictions, and the frequency and duration of these activities.

Record Keeping

Activities

This narrative describes the record-keeping activities, such as an office where site records will be kept, types of records being kept, frequency updated, who will maintain, where maintained, and/or distribution of documents. Record keeping information will provide a better understanding of the scope of long-term stewardship activities at the site level.

Local Community

Interaction

The local community interaction narrative describes how stakeholders have (or will have) been involved in decisions affecting the site's long-term stewardship activities by the end of 2006. Include avenues for input, such as public

meetings, forums, and advisory boards. Describe how stakeholder concerns were addressed in the development of final plans.

*Annual Site-wide
LTS Costs*

These costs are an estimate of the total site-wide long-term stewardship costs (in constant FY 2000 dollars). The Field should provide annual costs from 2000-2010 and period costs (total cost over 5 year increments) from 2011-2070. In accordance with the NDAA requirement, cost data need only be provided in instances where they can be reasonably estimated or obtained. When necessary, sites may use text in report to broaden cost estimates to range estimates for the site LTS costs. As cost data reported to the NDAA LTS Report overlaps those data reported to IPABS-IS, please coordinate responses to ensure that these two cost data are consistent. Please ensure that portion costs for the site plus any additional site-wide costs equal the Annual Site-wide LTS Costs.

3.2.2 Portion Level Data Elements

Portion of Site Name The site portion name allows the Field to supply a meaningful label to a portion. Names that are familiar to stakeholders and regulators are preferable. The site portion name will also be the title for the portion summary in the NDAA LTS Report.

Steward To allow for separate stewards that may manage the long-term stewardship activities for each site portion, steward information is collected for each portion. Responses include:

- Federal Non-DOE
- Department of Energy
- Defense Programs
- Office of Science
- Environmental Management
- Grand Junction Office
- Nuclear Energy
- State
- Private
- Local
- Other

Level of Confidence The level of confidence is a narrative that describes the level of long-term stewardship planning and the confidence in the annual cost estimates. This narrative provides the Field an opportunity to describe the uncertainties

associated with long-term stewardship and cost estimating. Please enter “High”, “Medium” or “Low” prior to a discussion of the level of confidence.

<i>Portion Size</i>	The total number of acres at the portion. If your portion has only one medium associated with it, then <i>Portion Size</i> and <i>Area (Medium)</i> will be equal. (See <i>Area (Medium)</i> definition below.)
<i>Rationale</i>	This element allows the Field to describe the rationale and necessary assumptions required to define a specific portion. For example, a site may discuss the proximity, similar residual contaminants, cleanup strategy, long-term stewardship responsibilities, or other distinguishing characteristics that shed light on the rationale for identifying a portion. This description also supports and documents assumptions made when providing this data to Headquarters.
<i>LTS Start Year</i>	This year defines the beginning of long-term stewardship at a specific portion.
<i>LTS End Year</i>	This year is an estimate of when long-term stewardship activities will no longer be necessary at a portion.
<i>Institutional Controls Narrative</i>	This narrative is a detailed description of institutional controls and their planned frequency over time for the portion. Responses may include zoning, deed restrictions, and record keeping. Each institutional control provided should have a frequency associated with it.
<i>Engineered Controls Narrative</i>	This narrative is a detailed description of engineered controls and their planned frequency over time for the portion. Engineered controls include surveillance and maintenance, ongoing groundwater treatment, physical barriers and other access controls. Each engineered control provided should have a frequency associated with it.
<i>Annual LTS Portion Costs</i>	The LTS portion costs are an estimate of long-term stewardship costs for each portion (in constant FY 2000 dollars). The Field should provide annual costs from 2000-2010 and period costs (total cost over 5 year increments) from 2011-2070. Per NDAA, cost data are only requested where their collection is reasonable. Please ensure that portion costs for the site plus any additional site-wide costs equal the Annual Site-wide LTS Costs.

3.2.3 Medium Level Data Elements

The following elements apply only to certain media. Table 2 lists the required elements for each of the media types.

Table 2 NDAA One-time Data Call Requirements by Media Type				
Soil	Groundwater	Surface Water/Sediment	Engineered Unit	Facility
Medium Type	Medium Type	Medium Type	Medium Type	Medium Type
Area (Medium)	Area (Medium)	Area (Medium)	Area (Medium)	Area (Medium)
Rationale	Rationale	Rationale	Rationale	Rationale
Description	Description	Description	Description	Description
Regulatory Regime	Regulatory Regime	Regulatory Regime	Regulatory Regime	Regulatory Regime
Level of Confidence	Level of Confidence	Level of Confidence	Level of Confidence	Level of Confidence
Nature of Residual Contamination Narrative	Nature of Residual Contamination Narrative	Nature of Residual Contamination Narrative	Nature of Residual Contamination Narrative	Nature of Residual Contamination Narrative
Volume of Residual Contamination Narrative	Volume of Residual Contamination Narrative	Volume of Residual Contamination Narrative	Volume of Residual Contamination Narrative	Volume of Residual Contamination Narrative
Target Cleanup Levels	Target Cleanup Levels	Target Cleanup Levels		
	Year Target Cleanup Levels Achieved for Groundwater			
			EU Waste Type	
			EU Unit Type	
			EU Number	
				Facility End Use Narrative
		Surface Water /Sediment Usage		

Medium Type

Information is being collected for five different medium types: soil, groundwater, surface water/sediment, facilities, and engineered units. When submitting media

information for the portion, at least one medium record must be submitted. Each portion can have one of the five types of media, all of the five, or any combination of the media types. However, each portion can only have one of each type of media. By submitting information on each media type, the Field can portray unique characteristics of the portion and its media. Responses include:

- Soil
- Groundwater
- Surface Water/Sediment
- Engineered Units
- Facilities

Area (Medium) Providing the area of residually contaminated soil, groundwater, or surface water/sediment in acres or the area of engineered units and facilities in square feet provides Headquarters an idea of the extent of aerial contamination.

Rationale This element allows the Field to describe the rationale and necessary assumptions required to group media in a specific portion. For example, a site may discuss the proximity, similar residual contaminants, cleanup strategy, long-term stewardship responsibilities, or other distinguishing characteristics that shed light on the rationale for grouping these medium. This description also supports and documents assumptions made when providing this data to Headquarters.

- Soil: Describe the combination or separation of multiple residually contaminated soil areas
- Groundwater: Describe why one or several plumes
- Engineered Unit: Describe whether one cell or a multi-cell engineered unit (i.e., a description of why Hanford's two cells complete by 2006 in ERDF will be separate records)
- Facility: Explain why one facility or a complex of facilities, the usage of facilities, the total number of facilities vis-à-vis the total number of facilities for that area.

Description This narrative collects the characteristics of geology and hydrology for soil, groundwater, and surface water/sediment and the ancillary infrastructure for facilities. For engineered units, this narrative collects the design/structural characteristics of the engineered units. These characteristics affect the potential risk and exposure pathways at a portion, and as a result, affects the long-term stewardship activities. This narrative element allows the Field to provide any information that is useful in portraying long-term stewardship at the portion.

Regulatory Regime Decisions on the long-term stewardship responsibilities are frequently based on agreements with regulators and requirements of governing regulations (i.e., RCRA, CWA, AEA/NRC, MOU, etc.). For example, a CERCLA landfill will require CERCLA 5-year reviews. Understanding the regulations governing the portions provides Headquarters insight into the types of stewardship activities and frequencies that may be required. Responses may include:

- RCRA
- CERCLA
- CWA
- SDWA
- AEA/NRC
- DOE Order
- FFA
- MOU
- State/Local Compliance Agreements
- UMTRA
- Other

Level of Confidence The level of confidence is a narrative that describes the level of planning, regulatory agreement, and understanding of nature and volume of residual contamination. This narrative provides the Field an opportunity to describe the uncertainties associated with planning, regulatory agreements, and understanding the nature and volume of contamination. Please enter “High”, “Medium” or “Low” prior to a discussion of these issues.

Nature of Residual Contamination Narrative

The residual contamination remaining at a portion of a site determines the required long-term stewardship activities. If no residual contamination remains, than no long-term responsibilities are required. The potential risk and exposure pathways that drive stewardship decisions are based on the characteristics of residual contaminants. This narrative provides the Field the opportunity to describe contamination remaining at a portion of a site.

Volume of Residual Contamination Narrative

As with the *Nature of Residual Contamination* element, the volume of residual contamination influences the potential risk at a portion and thus drives stewardship requirements. This narrative requests an estimate of the volume of the residual contamination that will remain in place after remediation.

*Target Cleanup
Levels*

The target cleanup level narrative should provide a list the principle contaminants of concern for soil, groundwater, and surface water/sediment and their respective target cleanup levels. These cleanup levels document the concentration of residual contamination remaining upon completion of cleanup.

*Year Target Levels
Achieved for
Groundwater*

Groundwater target levels frequently are not achieved prior to a site or site portion entering stewardship. Consequently, groundwater treatment can continue in the stewardship phase. Once the groundwater target levels are achieved, this year identifies the cessation of active long-term stewardship responsibilities.

*Surface Water/
Sediment Usage*

This narrative describes the current use or anticipated use of surface water/sediment. An understanding of anticipated future use of the surface water resource may provide insight into the types of stewardship activities that will be required. Responses may include:

- Drinking Water
- Agricultural
- Industrial
- Recreational
- Other

EU Waste Type

The type of waste contained in an engineered unit will influence the long-term stewardship activities that will be required to ensure the unit continues to protect human health and the environment. Responses include:

- HLW
- TRU
- LLW
- Mill Tailings
- MLLW
- Hazardous
- Sanitary/Solid Waste

*Engineered
Unit Type*

Different types of engineered units will require different stewardship activities. For example, a geologic repository is designed to endure centuries requiring very little maintenance, whereas a disposal cell is designed to last approximately 30 years and requires many stewardship activities, such as monitoring for

animal intrusion and cap maintenance. Responses include:

- Waste Tank
- Geologic Repository
- Disposal Vault
- Tumulus Disposal Facility
- Lined Cell
- Unlined Trench
- Other (If this response is selected, a narrative box will be available)

Number of EUs

Provide the number of units, cells, or tanks included in this EU group.

Facility End

Use Narrative

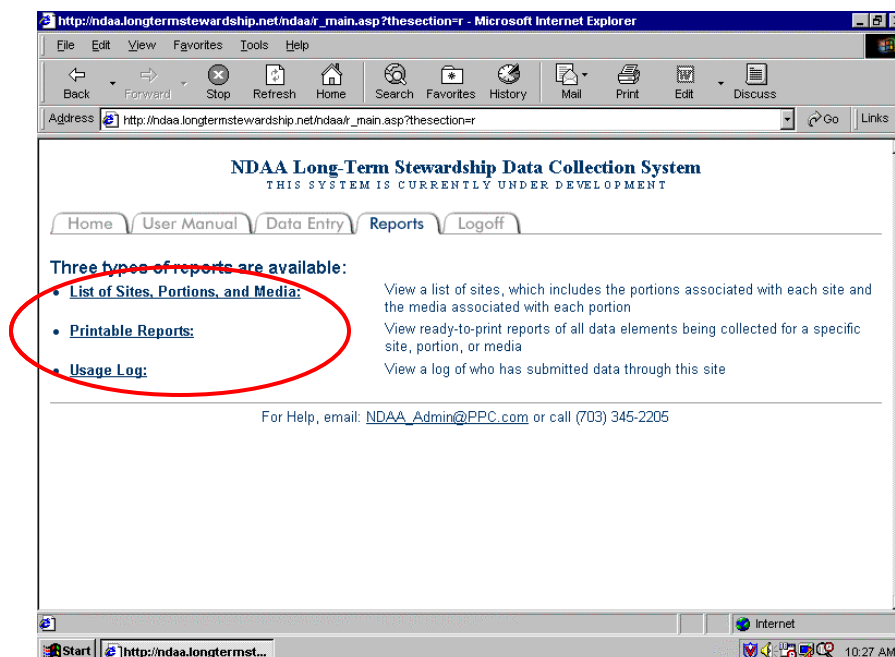
Describe the planned use for the facility group. End use applies to any eventual user of the facility, regardless of government or private. Responses may detail the type of activity that will be conducted within the facility and possible lingering use restrictions.

4.0 VIEWING/PRINTING REPORTS

At this time three reports are available. There are links on the Report tab that allow you to view and print the following reports (circled in the screen shot below):

- Sites and Portions List: View a list of sites, associated portions, and the media associated with each portion.
- Sites and Portions Data: View ready-to-print reports of all data elements for a specific site, portion, or media.
- Usage Log: View the data entry activity at specific sites.

If you have difficulty viewing or printing reports, please contact the hotline. E-mail requests for specific reports to ndaa_admin@ppc.com.



5.0 GETTING HELP

Hotline Hours: 8:00 AM to 6:00 PM EST
(703) 345-2205
(703) 748-7105 after Jan. 24th
ndaa_admin@ppc.com